



Current as of: 8 Sept 16

CIVILIAN PERSONNEL SECTION FACT SHEET

ADVANCED SICK LEAVE

PURPOSE: Advanced Sick Leave is a privilege that may be extended to an employee where serious illness or injury exists. It is not considered a routine or standard procedure and will be granted only after all circumstances have been carefully weighed. In case of serious disability, illness, incapacitation, or for childbirth or adoption, up to 30 work days (240 hours) of sick leave may be advanced to a full-time employee. Approval of the Advanced Sick Leave request should be contingent on the expectation that the employee will return to duty and re-pay the advanced leave; however, if the employee does not return back to duty all approved hours are re-paid through the employee's retirement if there is still a debt at the time of separation. If the requested hours supersede what is available in the employee's retirement, grant only the amount of hours that can be recaptured based on the employee's anticipated return to work. Advanced Sick Leave Requests must be denied if medical evidence indicates that the employee may not be able to return to duty to repay the leave advance, or there are insufficient funds in the employee's retirement account to liquidate the indebtedness.

CRITERIA FOR APPROVAL:

- Serious injury or illness resulting in hospitalization or recovery time.
- Documentation must reflect a date employee is expected to return for normal duty.
- The sick leave record must not indicate evidence of sick leave abuse.
- Sufficient funds in the retirement account to recapture advanced leave.
- All accumulated sick leave must be exhausted prior to use of advanced sick leave.
- Advanced leave to provide care for a family member or for bereavement purposes may be advanced in an amount not to exceed the maximum allowable 104 hours per leave year for full time employees.
- Advance Leave is coded as "LG" in ATAAPS.

PROCESSING PROCEDURES:

1. **EMPLOYEE** – Provide to supervisor a completed OPM Form 71, Request for Leave or Approved Absence or ATAAPS leave request (including period of leave) and written medical documentation from a treating physician or practitioner certifying to the incapacitation, examination, or treatment, or to the period of disability.
2. **SUPERVISOR** – Upon receipt of the leave request *contact Civilian Personnel Section* for advice and to verify the employee's retirement account funding. **NOTE:** Medical documentation must be maintained in a confidential Employee Medical Folder (EMF), not in the 971 Folder.

RESOURCES:

- AFI 36-815, Absence and Leave